Bradford Public Library District

Board Meeting Minutes

March 18, 2024

**Call to Order**: Barb Fehr, Treasurer called the meeting to order at 6:10 pm.

**Present**: Tish Leeper, Reva Young, Barb Fehr, Mary Robbins, James Owens (arrived at 6:15 pm)

 Sarah Boehm, Director.

Barb Fehr turned the meeting over to Vice President, James Owens

**Minutes:**

 Approve board meeting minutes of February 2024. Motion was made by Barb Fehr to approve the minutes as amended; seconded by Tish Leeper. Motion carried.

**Treasurers Report:**

 Barb Fehr presented the Treasurers Report ending February 29, 2024. Barb will redirect some of the funds in the corporate account. $1000 from Audio Visual Materials to Online Subscriptions. $300 from Safety to Insurance.

**Monthly Bills:**

Approve monthly bills. Motion was made by Tish Leeper to pay the February 2024 bills; seconded by Reva Young. Motion carried.

**Circulation Statistics:**

 The circulation statistics for the month of February 2024 were reviewed.

**Additions to the Agenda:**

none

**Director’s Report:** Sarah reported that she and Nick are continuing to work on ideas for the 100th anniversary, including summer reading. She also reported that the library lift project was featured in the ILA Reporter in March 2024. The theme of the month’s publication was Building Projects. We were one of 20 libraries featured. She also reminded us that on Wednesday, March 20 the library will be closed so she and Nick can attend RSA Day in Washington, IL.

**Comments and Questions of the Board:**

 none

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**Unfinished Business:**

1. Policy Review – Sarah distributed to the board the new Social Media Policy for review. At next month’s meeting we will review together and approve. We will also review all the policies that have not been reviewed in the past 5 years.

**New Business**:

1. Smoke and Tabacco Free Property Policy

Sarah distributed the new Smoke and Tabacco Free Property Policy. The board reviewed the policy. Tish Leeper moved that we approve the Smoke and Tabacco Free Property Policy. Mary seconded. Motion carried.

1. Statement of Economic Interest

Sarah reminded the board that these forms need to be sent to the County Clerk by May 1, 2024. We will fill them out at next month’s meeting.

At 6:45 pm Reva moved the board enter executive session to discuss an issue regarding the Bradford Public Library Board. Mary seconded. Voice Vote: Jim Owens, aye. Barb Fehr, aye. Reva Young, aye. Tish Leeper, aye. Mary Robbins, aye. The board invited Director, Sarah Boehm to be in executive session.

At 7:00 pm Barb moved to close executive session and resume the regular meeting. Mary seconded. Voice Vote Jim Owens, aye. Barb Fehr, aye. Reva Young, aye. Tish Leeper, aye. Mary Robbins, aye.

At 7:01 pm Tish moved we adjourn the regular meeting. Reva seconded. Motion carried.

Respectfully submitted,

Sarah Boehm

Director